



### JOB DESCRIPTION

Role Title	Department	Reports to
Second in Department		Head of Department

### **PURPOSE**

Working alongside the Head of Department, lead and develop this curriculum, ensuring that the curriculum is fit for purpose and teaching and learning is continuously enhanced. To be accountable for the overall progress and development of students across all year groups.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

### **DIMENSIONS**

Direct Reports	Budget Responsibility
Staff in Department	Department Budget

### **PRINCIPAL ACCOUNTABILITIES**

#### **Operational/Strategic Planning**

- Work alongside the Head of Department to lead the development of appropriate curriculum, syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Department, within the designated area.
- Work alongside the Head of Department to manage and control the operation of course provision with the Department, including effective deployment of staff and physical resources.
- To actively monitor and follow up on student progress.
- To implement Academy and Trust Policies and Procedures.
- To work with colleagues to formulate aims and objectives and strategic plans for the Department which have coherence and relevance to the needs of the students and to the aims and objectives of the Academy.
- Work alongside the Head of Department to lead and manage planning to ensure that the activities of the Department reflect the needs of the students within the subject area and the aims and objectives of the Academy.
- To link with other subject specialist leaders to ensure that the work in the curriculum area fully reflects the Academy's distinctive ethos and mission.
- To ensure that the Health and Safety policies and practices, including Risk Assessments throughout the Department, are in line with the national requirements and are updated where necessary, therefore, liaising with the Academy's Health and Safety Manager.

**Curriculum Provision**

- To liaise with the Head of Department and other subject specialist leaders, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's Improvement Plan/Evaluation.
- Working with the Head of Department to be accountable for the development and delivery of subjects with the Department.

**Curriculum Development**

- Work alongside the Head of Department to lead curriculum development for the whole Department.
- To keep up to date with national developments in the subject areas, teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.

**Staff Development**

- To work with the Head of Department and relevant member of SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

**Recruitment/Deployment of staff**

- Working with the Head of Department to be responsible for the efficient and effective deployment of any Department technicians and/or support staff.
- To undertake Performance Management Review(s) and to act as a reviewer for a group of staff within the designated Department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Trust's Teacher Training Programmes.
- Working alongside the Head of Department to be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

**Quality Assurance**

- To ensure the effective operation of quality control systems.
- To establish the process of setting of targets with the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.
- To contribute to procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area in line with agreed Academy and Trust procedures including evaluation against quality standard and performance criteria
- To seek/implement modification and improvement where required.

- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.
- To ensure that all exams and courses comply with the examination requirements and other bodies.

#### **Management Information**

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action of issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Department.
- To produce reports on examination performance, including the use of value-added data
- To provide self-evaluation information, Department improvement plans and management reports.
- To assist with managing the Department's collection of data.
- When requested, to provide the Governing body with the relevant information relating to the Department's performance and development, working alongside the Head of Department.

#### **Communications**

- To assist with ensuring that all members of the Department are familiar with its aims and objectives.
- To assist with ensuring effective and appropriate communication with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the Department's views and interests.

#### **Marketing and Liaison**

- To contribute to the Academy's liaison and marketing activities, e.g. the collection of material for press releases.
- Working alongside the Head of Department assist with the development of effective faculty links with partners Schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects and Open Days/Evenings and other events.
- Working alongside the Head of Department actively promote the development of effective Department links with external agencies, including business.

#### **Management of Resources**

- To assist with the management of available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the designated lead and Head of Department, in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

#### **Pastoral System**

- To assist with monitoring and supporting the overall progress and development of students within the Department.

- To act as Form Tutor/ Mentor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHEE, Citizenship, Healthy Schools, literacy, numeracy and Enterprise according to the Academy Policy.
- To ensure that the Behaviour Management system is implemented in the Department so that effective learning can take place.

#### **Additional duties**

- To play a full part in life of the Watling community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

#### **Other specific duties**

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To undertake other reasonable duties as designated by the Head of School.
- Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this Job Description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

### **PERSON SPECIFICATION**

Knowledge/Experience	<ul style="list-style-type: none"> <li>• Honours degree and Qualified Teacher Status(QTS).</li> <li>• Excellent leadership and management skills.</li> <li>• A clear strategic vision for promoting effective teaching and learning and curriculum development.</li> <li>• A track record as an outstanding classroom practitioner.</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Ability to prioritise workloads and work under pressure to meet deadlines.</li> <li>• A commitment to supporting all students to reach the highest possible standard of achievement.</li> <li>• Ability to work using own initiative and as part of a team.</li> <li>• Able to communicate effectively both verbally and in writing.</li> <li>• Competent in Microsoft Office.</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>• An exceptional role model with high standards of integrity and approachability.</li> <li>• A 'team player'.</li> <li>• Highly motivated, ambitious.</li> <li>• Calm under pressure.</li> <li>• Flexible and collaborative.</li> </ul>
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I hereby confirm that I have received a copy of the above job description

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